

KentuckyHistoricalSociety

Special Collections and Library Summer 2013 Graduate Internship

The Kentucky Historical Society is seeking an intern to assist KHS staff with the creation, management and preservation of digital collections. The intern will create digital content and metadata, make it accessible using CONTENTdm digital collection management software, and develop and follow internal preservation protocols for ensuring long-term stability of digital assets. The overall goal is to introduce the student intern to the general components of digital curation, giving him or her an understanding of the range of processes involved in the management of digital media in an archival environment.

Success measures will include the student demonstrating a mastery of the skills learned from KHS staff and the successful completion of each project. Student should be able to verbally explain the importance of each of the stages of processing an oral history collection and show understanding of the use of equipment and tools necessary to do so, with the finished project being the final and most compelling product.

This is a temporary position based in Frankfort. Housing is not provided. The successful intern will be paid \$10.07 per hour, receive holiday pay for scheduled work days and will earn sick leave if he/she works at least 100 hours in a month.

To apply for this position email application and resume to phyllis.gilman@ky.gov. Application is available at www.history.ky.gov. No phone calls please. Equal Opportunity Employer M/F/D. **Application deadline is March 29, 2013.**

*The selected candidate will apply to the Kentucky State Government Co-op/Intern Program and submit an Academic Credit Agreement form and an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator. Documents will be reviewed by the coordinator to ensure all requirements are met before the internship begins.

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Association of Museums. The KHS mission is to engage people in the exploration of the commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.